AUSTIN COMMUNITY COLLEGE

AUTO COLLISION REPAIR & REFINISHING TECHNOLOGY

ABDR 1301 AUTOBODY REPAIR & REPAINTING

Synonym#: _____

5:00pm – 8:45 pm

Instructor: **THOMAS (TJ) BRAGG**

CROCKETT HIGH SCHOOL, (ACC) AUTO SHOP

Room #21

PHONE NUMBER CHS OFFICE: (512) 414-1700 ext. 74338

OFFICE HOURS: BY APPOINTMENT

(Conferences outside of office hours can be arranged by emailing professor)

E-Mail Address: tbragg@austincc.edu

ABDR 1301 AUTO BODY REPAIR AND REPAINTING: (Credit Hours: 3, Classroom Hours: 3, Laboratory Hours: 1) An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.

This is a workforce (WECM) course rather than a transfer (ACGM) course. Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AOS) advisor, Department Chair, and/or Program Director.

Course Rational: Utilizing appropriate safety procedures, demonstrate familiarity with historical development and career information on the automotive industry; demonstrate safe, professional, and responsible work practices; identify and demonstrate the proper use of shop equipment and tools; identify and describe functions of vehicle subsystems; demonstrate the use of service publications; identify various automotive fasteners used in industry; and perform automotive repair.

Prerequisites: None

Course Student Learning Outcomes: An introductory course for Collision Repair and Refinishing, utilizing hand and power tools; demonstrate basic metalworking techniques; demonstrate basic fiberglass, SMC and plastic repair; demonstrate proper priming procedures, while applying shop safety practices learned for worker protection, demonstrate vehicle detailing procedures.

Required I-CAR Academy: Register in class on first day free of charge

Instructional Methodology: **Hybrid-**Using a combination of computer-based instruction, lecture. **Face-to-Face** lab and faculty demonstration, students will practice towards mastery of all required NATEF tasks, I-CAR components and ASE Test prep.

DISTANCE EDUCATION *(for online or hybrid courses only)*

Students new to distance education should review the ACC Distance Education General Information available at https://online.austincc.edu/faq/

Distance education students will need access to a computer with a reliable internet connection to review course material, turn in assignments, and communicate with your instructor and classmates. This course requires additional computer equipment such as a webcam, headset, or microphone.

"Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration."

Blackboard available here

ACC distance education courses are interactive, web-based classes designed for students who desire flexibility in their studies. You can take courses at your convenience and study at the times

and places that fit into your busy lifestyle. If work or family schedules conflict with on-campus classes, you don't have to give up your important responsibilities to pursue your education.

Successful online students actively participate in class on a regular basis just like in an on-campus class and avoid putting off classwork until the last minute. This includes reading assignments, taking quizzes and tests, and any other activities assigned by your professor. You will need to stay motivated and routinely log in to your classes in order to keep on top of your assignments.

Students should have a basic knowledge of computer and internet skills in order to be successful in an online course. Computer literacy includes:

- Knowledge of common terminology (examples: browser, application, software, plug-in, etc.)
- Internet skills (examples: connect to the internet, use and update browsers, adjust browser settings)
- Ability to send and receive emails and download attachments
- Familiarity with other online communication tools (examples: discussion boards, chats, messengers)
- Ability to use common software applications (examples: Word, PowerPoint, Excel)
- Word-processing skills (examples: copy/paste, spell-check)
- Ability to perform computer operations (examples: manage files and folders, open and save files in different formats)
- Ability to conduct research online using search engines and library databases
- Installing browser plug-ins (examples: Adobe Reader, Adobe Flash, Java)
- Installing and uninstalling software
- Awareness of Internet privacy and security issues, virus protection

To find out if your technical skills and experience meet the needs of Distance Education courses at ACC, take the "Technical Skills Checklist" survey.
Every distance education course at ACC is evaluated at the end of the semester. Read the ACC Online Faculty Evaluation page for how to submit your course evaluation.

Student Technology Support
Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at Student Technology Access.

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit Student Technology Access.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit Student Technology Access

Use of Generative Artificial Intelligence

1. **Introduction:** In this course, the use of generative AI (GAI) technologies is strictly prohibited to preserve academic integrity and ensure the development of student competencies.
2. **Rationale:** The prohibition is in place to encourage original thought, manual problem-solving skills, and to maintain equity in educational opportunities and assessments.
3. **Definition of GAI:** Generative AI refers to artificial intelligence systems that can generate text, images, or other content based on minimal input. This includes chatbots, image generation tools, and code assistants.
4. **Usage Permissions: Prohibited:** Students are not allowed to use GAI for completing assignments, projects, tests, or any form of assessment in this course.
5. **Penalties:** Any violation of this policy will result in academic penalties which may include a failing grade for the activity, reporting to academic affairs, and further disciplinary action.
6. **Exceptions:** Exceptions to this policy will only be made under specific circumstances approved by the instructor, typically where technology is used to accommodate learning differences.
7. **Usage Permissions:** Prohibited-GAI activities are not allowed to complete quizzes or tests

Detailed Grading Formula:

If a student misses three assignments, they will be withdrawn from the course for "missed assignments/failure to progress".

To successfully complete the course the student must have a grade of 60 or higher in both Lecture and Lab.
This means if you make below a 60 in lecture or lab you will need to retake the course without exception and will receive a grade of "f" for the course no matter the combined grades in lecture and lab.

To get credit towards the degree or certificate you must have a grade of 70 or higher in Lecture and Lab.

Example: Lecture grade: below 60 Lab grade: 95 = Fail
Lecture grade: 95 Lab grade: below 60 = Fail
Lecture grade: 70 Lab grade: 70 = Pass

Academy Quizzes: Upon completion of each I-CAR Academy lesson the student will take a quiz. They will count for a total of **50%** of the final grade

Collision Repair Fundamentals Post Test: Upon completion of the course, a final exam can be challenged by the student, and will count as **10%** of the final grade

Lab Grade: This grade is based upon the student's willingness to participate in class and out in the shop. This grade is based upon participation in the classroom, shop, and attendance. Participation in the classroom and shop includes but is not limited to, the student bringing their textbooks and supplies every day, work completed in the shop (projects), how well you work in the shop, how well you work with others, and clean up your work area. The shop grade will count as **40%** of your final grade. There will be a shop cleanup as needed.

Attendance / Class Participation Policy: Regular and punctual class and laboratory attendance is expected of all students. The College System believes that regular attendance in all classes is necessary and makes no distinction between excused and unexcused absences. If attendance or compliance with other course policies is unsatisfactory, the instructor has full authority to drop a student. The student is responsible for communicating with their professor during a closure and completing any assignments or other activities designated by their professor.

Attendance is worth 6.25 points per day. Any missed time will be taken off your final grade at the end of the semester. See scenario chart below.

If you miss 15 min every day (16) = Missing one day (6.25 points)
If you miss 30 min every day (16) = Missing two days (12.5 points)
If your final grade is an 85 and you missed one day your new final grade is a 78.75 a (C).

Students who are absent for two class meetings accumulating (6 hours) of lecture and or lab, will either be dropped, or receive a grade of F for a final grade.

Missed Exam and Late Work Policy: No make-up work, or retakes will be given. Students may request make-up assignments from their instructor if they believe circumstances are warranted. The instructor will determine whether or not to allow make-up work on a case-by-case basis. **All assignments and exams will be due one week after being assigned. All assignments not completed by the due date will receive a grade of "0". Missed lab days are expected to be made up and is the student's responsibility to coordinate with the instructor.**

The Grading Scale: Current grades will be posted on Blackboard as soon as they are available.

90-100 A
80-89 B

70-79 C
60-69 D
0-59 F

Clothing policy:

Every student must wear proper attire in the classroom or shop!

This means wearing, jeans or pants without holes or frays, leather shoes or preferably boots with rubber soles, at least a t-shirt, long sleeves preferred. Along with necessary safety equipment. This includes but is not limited to, flip flops, shorts, tank tops, pants below the waist, capri pants, cologne, perfume, jewelry, yoga pants, shirts that don't cover your stomach are NOT permitted to be worn in the shop, also long hair must be pulled up out of way.

If a student wears improper attire or cannot change into proper attire they will be asked to leave for the remainder of the day and receive an absence for that day.

Respirator requirements: Students must become authorized to use a respirator at ACC, EHS&I must approve a faculty, staff or student.

To become approved you must pass the following in this order:

1- Training in the type(s) of respirators you will use and the situations where you will be expected to use them

2 – A medical evaluation including a pulmonary function test

3 – Note from PLHPC stating you are medically cleared to wear a respirator.

4 – A respirator fit test

Upon successfully passing the above, EHS&I will authorize you to use respiratory protection. Failure to comply with any of the steps or failure of any one step will not grant you authorization to use a respirator at ACC and you will be dropped from the class.

Withdrawal Policy: It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is November 20, 2025**. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

The instructor expects you to:

-Be in class 100% of the time. If you are absent more than 6 hours of the class due to absence, or lateness, you may be dropped from the class.
-Find out about work you have missed. Keep a copy of the course syllabus.
Arrange to make up work missed, if possible.
-Behave appropriately in class.
-Purchase required textbooks and other equipment during the first week of class.
-Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
-Check on your grades often and discuss concerns early -- do not wait until the last week of the semester.
-Treat the instructor with courtesy, even when there is disagreement. Also, treat other students with courtesy.
***Not speaking with other students while the instructor is lecturing
***Not leaving the classroom during class except when absolutely necessary
***Not entering class late or leaving early, except in emergencies
***Not working on other class work during class lecture or discussion time
***Not bringing children to class
***Not bringing food or drinks into areas where they are forbidden
***No cussing or throwing of objects
***Treating other students and their property with respect
*** No talking out of turn
*** The unlawful use of alcohol, illicit drugs, other substances, and weapons, or being under the influence of
*** No smoking of any product including e-cigs
*** No smokeless tobacco

Incompletes: An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.
Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.

2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the

department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

Course Outline:

DAY 1 – Aug 25 - **F2F**-Introductions/Expectations/Syllabus/Shop Safety/ I-CAR ACADEMY
DAY 2 – Sep 1 - **Self-study I-CAR Academy- (Personal Safety)**
DAY 3 – Sep 8 - **F2F**-Fit Test Lab
DAY 4 – Sep 15 - **F2F**-Welding Lab
DAY 5 – Sep 22 - **Self-study I-CAR Academy- (Repair Facility Safety)**
DAY 6 – Sep 29 - **F2F**-Spraying Paint Lab
DAY 7 – Oct 6 **- Self-study I-CAR Academy- (Power Tools)**
DAY 8 – Oct 13 - **F2F-**Plastic Repair Lab
DAY 9 – Oct 20 - **Self-study I-CAR Academy- (Sanding, Vehicle Construction)**
DAY 10 – Oct 27 - **F2F-**Body Filler, Fixing Dents lab
DAY 11 – Nov 3 - **Self-study I-CAR Academy- (Vehicle Repair Information)**
DAY 12 – Nov 10 - **F2F**- Washing cars lab
DAY 13 – Nov 17 - **Self-study I-CAR Academy- (Vehicle Protection, Heat Application for Vehicles, Corrosion Protection)**
DAY 14 – Nov 24 - **F2F-**Polishing, Detailing Lab
DAY 15 – Dec 1 - **Self-study I-CAR Academy- (Vehicle Construction & Safety Systems)**
DAY 16 – Dec 8 **-I-CAR Academy Post Test**

This is a suggestive guideline and is subject to change. "Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate)."

Required Supplies/Tool Policy:

After the first day of class, students must bring their tools / supplies to class every day**.** Students must bring all the tools listed on the tool lists every day to class. Borrowing of tools is discouraged. The departmental tool list is on the next page.
If you fail to bring your tools/ supplies, safety equipment you cannot complete the shop tasks, and will be asked to leave for the remainder of the day and will receive an absence for that day

Tool List

ABDR 1301:

- Safety glasses
- Ear plugs
- P100 cartridge respirator (3M# 07183)
- Organic Cartridge Respirator (3M # 37079)
- Apron
- Disposable Nitrile gloves (box)
- Leather gloves
- Paint suit (breathable)

Supplies can be found at the following locations:

English Color and Supply
9800 Gray Blvd
Austin, TX 78758
(512) 339-8447

Hoffmann's Supply
440 S. Guadalupe St
San Marcos, TX 78666
(512) 396-8606

LKQ/Keystone
2500 Scarbrough Dr Suite 100
Austin, TX 78728
(512) 339-3001

Tasco Auto Color #7
4903 S. Congress Ave
Austin, TX 78745
(512) 441-4774

Discounts from:
Snap-on Tools (Student Excellence Program)
http://www1.snapon.com/SEP

Matco Tools
http://www.matcotools.com/TechEd/

College Expectations: At Austin Community College, we work to provide good educational opportunities for all students. To help you in your class this semester, please read these paragraphs to understand what you can expect from your instructor, and what your instructor expects from you.
You can expect the instructor to:

-Inform you in the first week of class of course content and grading procedures through the course syllabus. The course syllabus will contain information about dates of tests and assignments; make-up policies; late policies; the instructors office hours; the instructor's telephone number; and the method of determining the course grade.
-Meet with you, either before class or after class, or by appointment.
-Discuss with you any problems that you have that relate to the class.
-Treat you with courtesy, even when there is disagreement.

Statement on Student Discipline: Classroom behavior should support and enhance learning. **Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day.** In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook under Policies and Procedures or on the web at: http://www.austincc.edu/handbook

1. Horseplay in this class will not be tolerated.
2. Wearing your safety glasses at all times while in the shop is a must.
3. Unsafe work practices will not be tolerated.
4. Students that disrupt class will not be tolerated.
5. No Cussing
6. Treat other students and their possessions with respect
7. Treat the instructor and their possessions with respect

A violation of any of the above mentioned or unmentioned disruptive and inappropriate actions will negatively affect your grade and lead to disciplinary action, up to, and possibly include withdrawal from this class.

Disruptive behavior will result in Student leaving class for the rest of the day, and or Security being called. Disruptive students will be removed from class and result in the student being dropped from the course. Any violation of the above will could include disciplinary action and being dropped from the course.

The college expects you to: Read the catalog and handbook to stay abreast of all policies.
If you experience any problems with your class, please discuss the problem with your instructor, Thomas Bragg, at (512) 414-1700 ext. 74338.

Religious Holidays: If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

Health and Safety Protocols
Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. While some health & safety protocols are no longer mandatory, the college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.
Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit http://www.vaccines.gov/to find a vaccine location near you.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available.

- If you test positive, please report it on the ACC self-reporting tool located here.

- **Effective August 20, 2021**, anyone who is 2 years of age or older, will be required to wear a facemask in all ACC buildings.

- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.

- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the ever-changing situation, please go to ACC's Covid website at https://www.austincc.edu/coronavirus?ref=audiencemenu for the latest updates and guidance.

Statement on Academic Integrity: Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the

college's information technology resources. Further information is available at the Academic Integrity website.

Students Rights and Responsibilities: Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. Student Rights & Responsibilities

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: https://www.austincc.edu/students/counseling.
While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints: A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at the Student Complaint Procedures website.

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student. Class grades are only posted in Blackboard.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement: Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at the Emergency Management website.

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Smoke, Vaping, & Tobacco-Free Environment

ACC provides a smoke/vape- and tobacco-free environment for all College vehicles, facilities and all campuses. The College prohibits the use, distribution, and/or sale of tobacco, smoke, and nicotine vapor products and devices by any person on all premises owned, rented, leased or supervised by the College, including all College facilities, buildings, grounds, and vehicles. This prohibition applies to property owned by others that the College uses by agreement, and further applies to all College and personal vehicles on ACC District property. Campus Managers and Campus Coordinators are required to inform anyone on their campus or in their center who are

violating this rule that they are doing so and, if the violator is a student, the Dean of Student Affairs must initiate disciplinary procedures.

Campus Carry:
The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors.

Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999.

IMPORTANT: (Automotive Collision Repair & Refinishing) classes are held in an area designated as an exclusion zone as defined by state law or the college's concealed handgun policy. Concealed carry is prohibited in exclusion zones. Concealed weapons must be stored in a secure place as defined by college policy prior to entering the classroom, studio, or learning space.

Refer to the concealed handgun policy online at austincc.edu/campuscarry.

Discrimination Prohibited: The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.
Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide.

Use of ACC email: All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC

email accounts, including instructions for accessing it, are available at the ACC Email Q&A website.

Testing Center Policy: Under certain circumstances, examinations may have to be taken in a testing center. The Testing Center follows standard procedures so students know what to expect when they arrive to take their tests. Students should familiarize themselves with the **student guidelines.**

Students must present an **ACC student ID card** or government issued ID and know their ACC ID number before they can test.

It is necessary to check in at the Testing Center kiosk before taking a test. To check in, one must know the following information:

- Student ID number
- Course prefix and number (e.g., ABDR 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Test number
- Instructor's Name

Personal belongings such as backpacks, books, and electronic devices (including, but not limited to, cell phones and smart watches) are NOT allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and **possible disciplinary action**.

For additional information on using the Testing Center, please go to: http:/www.austincc.edu/students.

Use of the Testing Center

For Fall, 2021, the Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours.

Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC.

Student Support Services

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at the Student Resources website. A comprehensive array of student support services is available online at the Student Support website.

Student Accessibility Services
Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled "Faculty Notification Letter" (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact SAS@austincc.edu for more information.

Academic Support: ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here: Online Tutoring Request

Additional tutoring information can be found here: Online Tutoring

Library Services:
ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q

and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website
- Library Information & Services during COVID-19
- Ask a Librarian 24/7 chat and form
- Library Hours of Operation by Location
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free workshops explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly newsletter full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the Parent & Family Engagement website for more information.

Academic Adjustments for Pregnant Students

ACC works with each student to provide academic adjustments that best meet their needs, including for students who are pregnant. Examples of such adjustments may include but are not limited to:

- Breaks during class, as needed
- Excused absences or a leave of absence
- Making up missed assignments or assessments
- Additional time to complete assignments in the same manner as the institution allows for a student with a temporary medical condition

Additional examples and further information are available at the Accommodations for Pregnant Students website. To request adjustments due to pregnancy, contact equalopportunity@austincc.edu.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field

experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at the Student Life website.

Personal Support
Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here at the Central Texas Food Bank website.
- Assistance with childcare or utility bills is available at any campus Support Center
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the Student Money Management Office.
- A full listing of services for student parents is available at the Child Care website.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the Counseling website.

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.
Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**
- Crisis Text Line: **Text "home" to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline:**1-800-950-NAMI (626**

Online Class &Lab Portion Outline

Complete Collision Repair Fundamentals Badge

I-CAR Academy Lessons- 50%

Vehicle Repair Information
- Accessing Vehicle Service Information (EE005)
- Vehicle Identification and Related Labels (EE030)
- Jump Starting and 12V Battery Charging (EE035)
- Vehicle Washing (EE265)

Repair Facility Safety
- Understanding Product Labels (EE040)
- Shop Safety Equipment (EE025)
- How to Read a Safety Data Sheet (EE010)
- Hazardous Material Storage, Handling, and Spill Containment (EE075)
- Housekeeping and Shop Safety Basics (EE001)

Power Tools
- Compressed Air Systems (EE110)
- Dust Extraction Equipment (EE185)
- Pneumatic and Electric Sanders (EE310)
- Abrasive Tools (EE190)
- Lifts, Jacks, and Other Support Equipment (EE050)
- Eraser Wheels (EE230)

Personal Safety
- Personal Protective Equipment (PPE) Basics (EE015)
- Air Purifying Respirators (EE045)
- Working with Volatile Organic Compounds (VOCs)

Sanding
- Types of Abrasives (EE215)
- Manual Sanding Tools (EE285)

Vehicle Construction
- Vehicle Construction Materials (EE245)
- Exterior Panel Identification (EE150)

Vehicle Protection
- Vehicle Protection During Collision Repairs (EE095)
- Protecting Vehicle Electrical/Mechanical Systems (EE060)

Heat Application for Vehicles
- Temperature Monitoring Tools (EE175)
- Using Heat for Vehicle Repairs (EE180)

Corrosion Protection
- Vehicle Maker Corrosion Protection (EE115)
- Corrosion Protection Materials for Collision Repairs (EE145)

Vehicle Construction & Safety Systems

- Advanced Driver Assistance Systems (ADAS) Overview (EE055)
- Supplemental Restraint Systems Overview (EE125)
- Noise, Vibration and Harshness Materials (EE170)
- Collision Energy Management (EE225)
- Types of Vehicle Construction (EE255)
- Panel Joining Methods (EE235)
- Seam Sealers (EE200)
- Refinishing Terminology (EE260)

Collision Repair Fundamentals Post-Test 10%

Lab Outline- 40%

Lab 1: Respirator Fit Test

Lab 2: Welding

Lab 3: Spraying Paint

Lab 4: Plastic Repair

Lab 5: Body filler, fixing Dents, and Sanding

Lab 6: Washing Vehicles

Lab 7: Polishing/ Detailing

Respirator requirements: Students must become authorized to use a respirator at ACC, EHS&I must approve a faculty, staff or student.
To become approved you must pass the following in this order:

1- Training in the type(s) of respirators you will use and the situations where you will be expected to use them
2 – A medical evaluation including a pulmonary function test
3 – Note from PLHPC stating you are medically cleared to wear a respirator.
4 – A respirator fit test

Upon successfully passing the above, EHS&I will authorize you to use respiratory protection. Failure to comply with any of the steps or failure of any one step will not grant you authorization to use a respirator at ACC and you will be dropped from the class.
ABDR 1301 Auto body

ABDR 1301 AUTOBODY REPAIR & REPAINTING

I have read, understand and agree with the guidelines that are outlined in this syllabus.

_____
Student Name – Print

_____ _____
E-mail Phone #

_____ _____
Student Signature Date

Every twelve months while taking classes in the Auto Collision Repair & Refinishing program every student must:

1. Pass a respirator medical fitness evaluation including a pulmonary function test.
2. Present their instructor with a letter from a PLHCP stating they have been medically cleared to wear the required type of respirator before being allowed to fit test or use a respirator for class activities.
3. Pass a respirator fit test given in class by a certified instructor.

I certify I am medically cleared by a PLHCP within the last 12 months and have received the proper training to use a respirator for classes.

_____ _____
Student Signature Date

Summary of Respirator Medical Evaluation

In connection with records associated with my Respiratory Protection Medical Surveillance Physical, I authorize the health care provider to use such information collected during this respirator physical to complete this form for use by Austin Community College's, Auto Collision Repair and Refinishing Department, EHS&I Department representatives enabling them to make a determination as to whether or not I will be authorized for using respiratory protection as a student at Austin Community College.

This authorization is specifically limited to a simple statement from a physician or other licensed health care provider noting either that I have been medically approved for personal respiratory protection use, or that I have not been medically approved for personal respiratory protection.

☐ Medically approved for personal respiratory protection use

☐ **Not** medically approved for personal respiratory protection use.

Clinic Name and Location:_____

Clinician's Signature: _____

Date evaluation completed:_____

Sections below to be completed by ACC Employee/Student:

Last Name:_____ First Name:_____ Middle Initial:___

Department/Class:_____ Supervisor/Instructor:_____

Signature:_____ Date:_____

ACC ID#: _____